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# CLEVELAND FIRE AUTHORITY

## MINUTES OF ORDINARY MEETING

23 MARCH 2018

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**PRESENT:**

**CHAIR**

Cllr Jan Brunton Dobson – Middlesbrough Council

**HARTLEPOOL BOROUGH COUNCIL**

Councillors Marjorie James, Rob Cook

**MIDDLESBROUGH COUNCIL**

Cllrs Teresa Higgins, Naweed Hussain, Tom Mawston

**REDCAR & CLEVELAND BOROUGH COUNCIL**

Cllrs Neil Bendelow, Norah Cooney, Ray Goddard, Mary Ovens,

**STOCKTON ON TEES BOROUGH COUNCIL**

Cllrs Gillian Corr, Paul Kirton, Jean O'Donnell, William Woodhead MBE

**AUTHORISED OFFICERS**

Chief Fire Officer, Director of Corporate Services, Legal Adviser and  
Monitoring Officer, Treasurer

**IN ATTENDANCE**

Phil Lancaster - Director of Community Protection

Tony Curry – Regional Secretary for Fire Brigades Union (FBU)

**APOLOGIES FOR  
ABSENCE:**

Councillor Ray Martin-Wells – Hartlepool Borough Council

Councillor Mick Stoker – Stockton Borough Council

**116. DECLARATIONS OF MEMBERS INTEREST**

It was noted no Declarations of Interests were submitted to the meeting.

**117. MINUTES**

**RESOLVED** – that the minutes of the Ordinary meeting of 16 February 2018 be confirmed.

**118. MINUTES OF MEETINGS**

**118.1 RESOLVED** - that the Minutes of the Audit & Governance Committee meetings on 24 August 2017, 10 November 2017 and 23 February 2018 be confirmed.

**118.2 RESOLVED** - that the Minutes of the Executive Committee meeting on 9 March 2018 be confirmed.

**119. COMMUNICATIONS RECEIVED BY THE CHAIR**

Gill Gittins - European Court of Justice Case: Ville de Nivelles v Matzak, NJC/3/18 – Inclusive Fire Service Group

Home Office - Compliance with the Fire and Rescue National Framework

Zoe Billingham - FRS inspection update

Shehla Husain - Fire Revenue New Dimensions Grant 2018/19

Nick Hurd MP - Assessment of demand, risks and resilience across FRSs

**RESOLVED** – that the communications be noted.

## **120. REPORT OF THE CHIEF FIRE OFFICER**

### **120.1 Community Integrated Risk Management Plan (CIRMP) 2018/19 – 2021/22 and Service Plan 2018/19**

The Chief Fire Officer (CFO) informed Members that the draft CIRMP 2018-22, including a suite of proposals, had been approved by the Authority on 8 December 2017 and had been subject to a comprehensive consultation exercise which ran from 11 December 2017 – 2 February 2018.

He outlined the report, which had been considered by the Executive Committee at the meeting on 9 March 2018. This covered:

- Community Risk Assessment
- Review of Emergency Response Standards
- Operational Configuration of Resources
- Medium Term Financial Position as at December 2017
- Draft CIRMP 2018/19 – 2021/22
- Cleveland Fire Authority's Consultation Process
- Consultation Feedback, Key Findings and Assurance
- Updated Medium Term Financial Position
- Proposed Changes to the Draft CIRMP Proposals 2018-22
- Impact Assessment following changes to the draft CIRMP Proposals 2018-22
- Workforce Transition Plan

The Director of Community Protection (DoCP) took Members through the consultation process, feedback, key findings and assurance detailed at sections 9 to 12 of the report.

The CFO reported that since the plan was approved for consultation the Authority had received an updated medium term financial position reflecting the 2018/19 Local Government Financial Settlement announcement with the Government increasing core Council Tax referendum limits from 2% to 3% for 2018/19 and 2019/20. The impact of these changes was outlined in Table 1 in section 13 of the report and Table 2 outlined the effect on timelines for implementing proposed changes. There had also been a change at 14.3 as moving to 4 riders had been put back to 2019/20.

The Chair invited Tony Curry, Regional Secretary for the Fire Brigades Union (FBU) North East to speak on behalf of the local FBU Brigade Secretary and Chair in their absence. He confirmed that Members had received a copy of the FBU's comprehensive response to the CIRMP proposals and raised issues on the following areas:

- Public Consultation Exercise too complicated
- The IRMP process does not fully address local risk and deprivation
- Cuts to control Staff and Incident Command Unit
- Equal Entitlement
- Industrial Fires/Large Incidents
- Operational Crewing and Broadening of a Firefighters role
- Senior Management Structure
- Overview of Cuts/Comparisons numbers employed by post and budget

**120.1 Community Integrated Risk Management Plan (CIRMP) 2018/19 – 2021/22 and Service Plan 2018/19 continued**

Councillor James asked how many whole time firefighters in Cleveland were also retained firefighters and asked for assurances that the EU Time Directive was not being breached. The CFO confirmed that the Authority employed a number of wholetime firefighters who were also retained but for those who were employed elsewhere this was outside of the Authority's control.

Members asked if the Authority had discussed the draft CIRMP 2018-22 proposals with the FBU and whether the CFO had seen the FBUs statement prior to the meeting. The CFO confirmed that the CIRMP was a standing agenda item at his regular meetings with the FBU and although he had not had sight of the statement, discussions around the contents had taken place with both parties agreeing to a difference in opinion. Members also sought further information on the social media consultation.

Mr Curry confirmed that the statement contained the key points from the comprehensive FBU submission to the CIRMP 2018-22 consultations. The Chair acknowledged that the Authority's officers had worked extremely hard in producing the documents and presentations which Staff and Members had received throughout the CIRMP 2018-22 process.

**RESOLVED:-**

- (i) **That Members noted, the Authority's approved (December 2017) draft CIRMP 2018-22 proposals attached as Appendix 1 which were established as a result of the outcomes from the Authority's:**
  - **integrated risk assessment process as detailed in section 4 of this report and the Authority's Community Risk Profile Report.**
  - **review of its emergency response standards as detailed in section 5 of this report and the Authority's Emergency Response Standards Review Report.**
  - **review of its operational resource configuration as detailed in section 6 of this report and the Authority's Operational Configuration Report.**
  - **medium term financial December 2017 position as detailed in Section 7 of this report.**
- (ii) **That Members noted the details and key findings from the Authority's consultation exercise as set out in Sections 9, 10 and 11 of this report and in the Consultation Feedback Report (CFR) at Appendix 2.**
- (iii) **That Members noted the updated medium term financial position as detailed in Section 13 of this report and the Authority's approved Medium Term Financial Strategy which changed the 2018/19 saving requirement from £1.082m to £0.752m and the 2019/20 saving requirement from £0.799m to £0.924m and sets out a contribution of £0.22m from reserves for the year 2018/19.**
- (iv) **That as recommended by the Executive Committee on 9 March 2018, and in light of the Authority's comprehensive risk assessments, consultation exercise and updated medium term financial position, Members approved:**
  - **no changes to the nature of the draft CIRMP proposals 2018-22**
  - **the revised timeline for implementation of the proposals relating to financial savings as indicated in Table 2 of Section 14 of this report**
  - **a final suite of CIRMP 2018-22 proposals, aligned to the Authority's new strategic goals as set out at Appendix 3 of this report for implementation commencing 1 April 2018**

**120.1 Community Integrated Risk Management Plan (CIRMP) 2018/19 – 2021/22 and Service Plan 2018/19 continued**

- approve the Authority’s CIRMP 2018/19 - 2021/22 attached at Appendix 4 for implementation commencing 1 April 2018
- (v) That Members approved the year one CIRMP Corporate proposal as set out in Appendix 3 to constitute as the Authority’s Service Plan 2018/19, that will be published in April 2018.
- (vi) That Members noted that robust workforce planning arrangements will mean that no redundancies will need to be made as a result of implementing these proposals.

**120.2 Position Statement: Installation of Sprinkler Systems and /or Suppression Systems**

The CFO reported that the Authority had long been an exponent of installing sprinkler systems and/or suppression systems and continued to lobby government for these to be installed in buildings where there was a risk based case for doing so.

At the Audit & Governance meeting on 23 February 2018, the CFO committed to re-affirm the position statement for Members to consider which outlined the Authority’s position on the installation of fire sprinklers and other suppression systems within all new and redeveloped buildings, as outlined in full at Appendix 1, and which included:

- Schools
- Domestic premises
- Registered Social Landlords
- Residential Care Homes
- Commercial Premises

Councillor James requested that this list be extended to include houses in multiple occupation (HMO) and premises over three storeys high.

Councillor Ovens questioned whether new commercial buildings would be willing to put sprinkler systems in. The DoCP reported that the statutory requirement for sprinklers to be installed was in commercial properties over 20,000m<sup>2</sup>.

The CFO reported that the intention was for the Authority’s firm commitment to be communicated to all four local authorities and individual members of planning committees. He highlighted a recent case where direct intervention by the Brigade to Hartlepool Borough Council’s (HBC) planning officers had resulted in developers committing to including sprinklers in its plans for a new secondary school.

Councillor Ovens applauded HBC’s planning officers for taking the Brigade’s recommendations on board and asked for similar support to be sought across all constituent authorities’ planning committees.

Members suggested local MPs be invited to the Authority to discuss sprinkler systems. The Chair confirmed that this issue had been discussed at the recent LGA Fire Conference and inviting MPs would be a positive way forward.

**120.2 Position Statement: Installation of Sprinkler Systems and /or Suppression Systems**

**RESOLVED:-**

- (i) That the fire sprinkler position statement be noted.
- (ii) That the Authority's position statement on the installation of fire sprinklers and other fire suppression systems within all new and redeveloped buildings where there is a risk based case for doing so (to include houses in multiple occupation and buildings over three storeys high) be approved and signed by the Chair.
- (iii) That the local MPs be invited to the Authority to discuss sprinklers.

The Treasurer left the room

**120.3 Service Level Agreement for the Provision of Financial Services**

The CFO informed Members of the intention to exercise the option to extend the Brigade's Service Level Agreement (SLA) with Hartlepool Borough Council (HBC) for the provision of financial, payroll and audit services.

He reported that as the current contract had been delivered satisfactorily in accordance with the specification and standards detailed in the agreement it was proposed that the option to extend the contract to 31 March 2020 be exercised.

**RESOLVED – That Members approved the extension of the existing Service Level Agreement with Hartlepool Borough Council for the provision of Financial, Payroll and Audit services to 31 March 2020, at the Fire Authority's discretion as set out in the Service Level Agreement, and in accordance with the Authority's contract procedure rules.**

Treasurer returned to the meeting

**120.4 Information Pack**

- 120.4.1 National Joint Council Circulars
- 120.4.2 Campaigns
- 120.4.3 Equality & Diversity Strategy – Gender Pay Gap data
- 120.4.4 LGA Annual Fire Conference & Exhibition - Gateshead

**RESOLVED – that the information pack be noted**

**121. REPORT OF THE CLERK**

**121.1 Calendar of Meetings 2018/19**

Members considered the proposed schedule of Cleveland Fire Authority meetings for the municipal year of 2018/2019. The Chair confirmed that the dates were aligned to the Authority's business planning calendar and all meetings would commence at 2.00pm at Cleveland Fire Brigade Training and Administration Hub in Hartlepool.

**RESOLVED – That the Cleveland Fire Authority meeting schedule for 2018/19 be approved.**

**122. REPORT OF THE TREASURER**

**122.1 Treasury Management Strategy 2018/19**

The Treasurer reported that the Treasury Management Strategy 2018/19 had been scrutinised by the Audit & Governance Committee at its meeting on 23 February 2018 and briefly outlined the contents of the report which covered:

- Economic Background and Outlook for Interest Rates
- Interest Rate Forecasts
- Treasury Management Outturn Position 2016/17 and 2017/18 Mid-Year Review
- Treasury Management Strategy 2018/19
- Borrowing Strategy 2018/19
- Investment Strategy 2018/19
- Minimum Revenue Provision and Interest Costs / Regulatory Information 2018/19

**RESOLVED - That as recommended by the Audit and Governance Committee on 23 February 2018, the report be noted and the following detailed recommendations for the 2018/19 Treasury Management Strategy be approved:**

- i) **That the prudential indicators outlined in Appendix B of Appendix 1 be approved.**
  
- ii) **Borrowing Strategy 2018/19**  
**That Members noted that in the event of a change in economic circumstances that the Treasurer may take out additional borrowing in advance of need if this secures the lowest long term interest cost.**
  
- iii) **Investment Strategy 2018/19**
  - a. **That Members approved that Svenska Handelsbanken be brought into line with other category A counterparties and no longer identified separately.**
  - b. **That the Counterparty limits as set out in paragraph 9.8, which incorporates the above recommendation, be approved.**
  
- iv) **Minimum Revenue Provision (MRP) Statement**  
**That the following MRP statement be approved:**
  - **For capital expenditure incurred before 1<sup>st</sup> April, 2008 the Authority’s MRP policy is to calculate MRP in accordance with former CLG Regulations. This is 4% of the Capital Financing Requirement except where the Authority makes Voluntary Revenue Payments which is in excess of the amount required by these regulations, based on asset life;**
  - **From 1<sup>st</sup> April, 2008 the Authority calculates MRP based on asset life for all assets or where prudential borrowing is financed by a specific annuity loan, MRP will be calculated according to the actual annuity loan repayments.**

**123. REPORT OF THE LEGAL ADVISER AND MONITORING OFFICER**

**123.1 Pay Accountability – Pay Policy Statement 2018/19**

The Legal Adviser & Monitoring Officer (LAMO) reported that in line with the provisions set out in the Localism Act 2011, the Authority had a statutory duty to prepare a Pay Policy Statement for each financial year relating to:

- the remuneration of its chief officers
- the remuneration of its lowest paid employees
- the relationship between:

**123.1 Pay Accountability – Pay Policy Statement 2018/19 continued**

- the remuneration of its chief officers and
- the remuneration of its employees who are not chief officers

The LAMO reported that the Executive Committee had considered the Pay Policy Statement 2018/19 at its meeting on 9 March 2018. He referred Members to Appendix 1 which highlighted the remuneration of the lowest paid employees which was:

- Firefighter (Development) - £23,394
- Non-operational employees Grade B (Development) - £17,173

He reported that the Government's National Living Wage sets a minimum wage for all workers aged 25 years and over which equates to £15,104, which was lower than the Authority's lowest paid employees.

**RESOLVED – That Cleveland Fire Authority's Pay Policy Statement 2018/19 be approved and published by the Authority.**

**124. ANY OTHER BUSINESS**

**124.1 Grangetown Community Fire Station Official Opening**

The Chair passed on her thanks to all staff involved in the official opening of Grangetown Community Fire Station on 16 March 2018.

**124.2 Retirement of Director of Community Protection**

The Chair congratulated Phil Lancaster on his impending retirement from his role as Director of Community Protection. She thanked him for 30 years loyal service to the Brigade and the support he has given the Authority over that time.

**125. LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION ORDER) 2006**

**RESOLVED - "That under Section 100(A) (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 and 4 below of Part 1 Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006", namely information relating to any financial or business affairs of any particular person (including the authority) holding that information and namely information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.**

**126. CONFIDENTIAL MINUTES OF MEETINGS**

**RESOLVED – that the Confidential Minutes of the Executive Committee meeting on 9 March 2018 be confirmed.**

**127. CONFIDENTIAL REPORTS OF THE CHIEF FIRE OFFICER**

**127.1 Community Integrated Risk Management Plan 2018-22: Senior Management Review**

Members received details on the CIRMP 2018-22: Senior Management Review

**127.2 Provision of Monitoring Officer and Legal Services**

The CFO updated Members on the Authority's arrangements for Monitoring Officer and Legal Services.

**COUNCILLOR JAN BRUNTON DOBSON  
CHAIR**